



*Supporting Tomorrow's Technology Leaders Today*

## **HOW TO REGISTER YOUR FREE DOMAIN NAME & SET UP YOUR HOSTING ACCOUNT (for Linux servers)**

The following will guide you through setting up your free hosting account.

Go to <https://signup.hostgator.com/hg4/shared-4-1-SNAPPY-1>

### **PLEASE ENTER A DOMAIN NAME**

You must select one of the two options:

**Option 1. Register a New Domain:** Use this option if you would like to register your free domain name that comes with your participation in the University Partners program. This domain will remain active for a maximum of one year for free. After that, you may choose to renew your domain name or let it expire. For more information on this, see the last section of this document entitled, “*What happens to your domain name if you cancel your account?*”

**Option 2. I Currently Have a Domain Name:** Use this option only if you will be using a domain name you have already registered. You will also need to change the nameservers at the domain registrar. You will be emailed your nameservers after your account is activated.

### **PLEASE CONFIRM YOUR HOSTING PACKAGE INFORMATION:**

This section should be set to the following:

Package Type: Business

Billing Cycle: 1 Month @ 11.96/mo 20 Percent OFF! (Ignore this pricing information.)

**Do not change these options to any other Package Type or to any other Billing Cycle.**

### **PLEASE CHOOSE YOUR ACCOUNT INFORMATION:**

Username: Enter a valid username of your choice.

Security Pin: Enter a valid Pin of your choice.

### **ENTER YOUR BILLING INFORMATION**

You will **NOT** be billed for the duration of the semester, and as long as you cancel at the end of the semester, you will never be billed for this hosting service. If you choose to keep your hosting account active past the end of the semester, the fee for this hosting package is \$14.95 per month, or you may choose from any of our hosting plans if the Business Plan does not suit you at that time. You will be eligible for special discounts as a University Partners student.



### **Billing Information:**

Even though you are not paying for this hosting account, our system requires that you fill out this section.

You must enter your name and a working email address in this section so that we can send you your login credentials once your account is activated. **You may use a personal mail address if you prefer.** You are not required to use your school issued .edu email address. You may enter the school's address and phone number if you prefer not to include yours. Please note that if you decide to keep your account past the end of the semester, you will be required to enter your address and phone number at that time.

### **IMPORTANT: Payment Information:**

**PLEASE SELECT PAYPAL IN THIS SECTION.** Do not select Credit Card, and do not enter any credit card information. If you decide to keep your account past the end of the semester, and you would like to pay with a credit card, you can add a credit card at that time. However, while you are in University Partners, please do not select credit card.

### **HOSTING ADDONS**

These are optional services which you may sign up for, but they are not free, so you will be responsible for paying them if you want them. Check any you want, and make sure that nothing is checked that you do not want.

### **IMPORTANT : HAVE A COUPON CODE?**

**Enter your Activation Key here.**

**Do not leave SNAPPY in this space,** your will not receive your hosting for free. If you do not enter your correct Activation Key here, you will need to create another account using it.

### **PLEASE REVIEW THE ORDER DETAILS BELOW:**

**IMPORTANT:** You may see an amount due of \$.01 - \$12.96 for the domain registration here. **You can ignore this.** You will not be paying anything at all, and that invoice will be removed.

### **Terms and Conditions:**

The box for "I have read and agree to the [terms and conditions](#) of use." must be checked to proceed.

### **CREATE ACCOUNT**

Make sure all of the information on the sign up for is create, and then click the CREATE ACCOUNT button. Once you click this button your account is has been set up.

**IMPORTANT:** You are to ignore the screen that comes up asking you to send in a Paypal payment. This does not apply to you. You're account will be manually activated within 1 business day.



## **ORDER COMPLETION**

Once you click CREATE ACCOUNT, and successfully create your account, your new hosting account will be activated within the next business day.

Once your account is activated, you will receive an email that will provide all of your login information including:

- cPanel username and password
- Account management (billing link) username and password
- Temporary URL – This is the URL used to view a site before the domain name has propagated.

## **CANCELLING YOUR ACCOUNT OR KEEPING IT ACTIVE PAST THE SEMESTER**

### **How to cancel:**

- To cancel your account at anytime, or at the end of the semester, go to <http://hostgator.com/cancel.php>.

### **What happens to your domain name if you cancel your account?**

- Through University Partners, your domain is registered for an initial period of one year. It is provided to you free of charge with your HostGator.com hosting account through the University Partners program. Therefore, if you cancel your hosting plan at any time during the one year period of free domain registration, your domain registration will be forfeited.
- This condition only applies to the first year of domain registration, as this is when your free domain registration will be set to expire. At that point, you can choose to either renew your domain or let it expire, regardless of the status of your hosting account at HostGator.com.
- If you keep your hosting account active after the semester, you will also maintain your domain registration one year from the date you originally registered it, which under normal circumstances, will be the day you create your University Partners hosting account with HostGator.

### **How do I keep my hosting account active?**

- If you wish to keep your account past the end of the semester, simply do nothing, and your “Business Hosting Package” will remain active, billed at the normal rate.
- You may also change your hosting plan to any of our different hosting packages if you wish. (At that point, a special discount will be made available to you as a University Partners participant.)